SIKKIM

GOVERNMENT GAZETTE

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GOVERNMENT OF SIKKIM
HOME DEPARTMENT
GANGTOK

No: 26/HOME/2006 **Dated: 27/03/2006**

NOTIFICATION

With a view to –

(a) Defining and regulating the responsibilities of the Record Creating Agency for proper custody, care and management of records in their possession for selection and transfer of records of permanent value to the State Archives for proper preservation,

(b) Laying down the responsibilities of the State Archives in respect of Public Records in its custody and also in respect of those in the custody of the Record Creating Agency, and

(c) Prescribing the limits and conditions governing access to the records transferred to the State Archives, the State Government hereby prescribes the following measures, namely:-

1. **Definitions-**

(a) "Joint Secretary" means the Joint Secretary of Cultural Affairs & Heritage Department looking after Archives Division,

(b) "Public Records" includes documents, rolls, do-dices, sheets, files, reports, dossiers, microfilms, photographs, charts, plans, diagrams, sound recording, or any other material produced by a Computer or by any other device,

(c) "Record Creating Agency" means any Department or Office of Government of Sikkim, Public Sector Undertaking, Statutory /Non-Statutory Bodies and Corporation and Committees published by the State Government,

(d) "Record Officer" means the Officer nominated by the Records Creating Agency,

(e) "State Government" means the Government of Sikkim.

2. These measures shall extend to the records of all the Record Creating Agency.

3. Record Creating Agency coming within the purview of this notification will be responsible for their current and semi-current records, periodical appraisal and elimination of ephemeral records and for orderly and systematic transfer of records of permanent value to the State Archives.

4. The record room holding semi-current records of each Record Creating Agency should be placed in the charge of properly trained, suitable and responsible Record Officer.

5. Suitable training/ re-orientation programme shall be organized by the State Archives for the staff in charge of the record rooms of the Record Creating Agency.

6. The Record Officer shall be responsible for-

(a) proper arrangement, maintenance and preservation of public records under his charge,

(b) compilation of a schedule of retention of public records in consultation with the State Archives,

(c) appraisal of public records which are more than fifteen years old in consultation with State Archives with a view to retaining public records of permanent value,

(d) destruction of public records in consultation with the Joint Secretary, State Archives in the manner as provided in any other law for the time being in force,

(e) adoption of such standards, procedures and techniques as may be recommended from time to time by the State Archives for improvement of record management system and maintenance of security of public records,

(f) compilation of annual indices of public records,

(g) compilation of organizational history and annual supplement thereto,

(h) assisting the State Archives for public records management,

(i) submission of Annual Report to the State Archives,

(j) transferring of records of any defunct body to the State Archives for preservation,

(k) taking appropriate action for the recovery or restoration of any public records in the event of any unauthorized removal, destruction, defacement or alteration.

7. Retention Schedules, indicating the periods for which particular classes or categories of records should be preserved shall be drawn up in consultation with the State Archives and should be approved by the State Government. The Schedules should be revised once in five years taking into consideration the changing and expanding activities of the Record Creating Agencies.

8. All records and files selected for preservation should be transferred to the State Archives after fifteen years subject to the following limitations-

i. Files bearing any security classification should not be transferred to the State Archives.

ii. The Governor's Secretariat, the Chief Minister's Secretariat and the Offices of other Ministers, Ministers of State and Deputy Ministers may prescribe a longer period for the transfer of their non-confidential records.

iii. The Record Creating Agency may requisition from the State Archives any individual file or record for its use whenever necessary. The file or record so requisitioned shall be returned to the State Archives within three months from the date of issue.

iv. Classified files remaining un-transferred to the State Archives at the end of the stipulated period should be appraised once in five years with a view to downgrading them and the downgraded files fit for permanent preservation transferred to the State Archives.

9. For a proper storage of records Archives has already been established under the Department of Cultural Affairs and Heritage. As far as records in the districts are concerned, the Archives office shall send a team of officers who will select the important and special files for being maintained in the Archives.

10. No records more than hundred years old should be destroyed.

11. The Joint Secretary shall be the inspecting officer for non-current records in Government offices in the State.

12. The Joint Secretary shall be responsible for the custody, proper care and management of all records received in the State Archives.

13. Joint Secretary may arrange to obtain for the State Archives, records of any public office or organization or papers of historic value with private institutions and individuals falling outside the scope of this Notification subject to such conditions as may be mutually agreed upon.

14. Joint Secretary will tender such advice and render such assistance as may be possible, to officers and institutions falling outside the scope of this Notification in respect of technical problems bearing on record management.

15. All the non-confidential public records more than thirty years old transferred to the State Archives will be open to bonafide Research scholars subject to such exceptions and restrictions as may be found necessary by the Record Creating Agency concerned in consultation with the Joint Secretary, Cultural Affairs & Heritage Department.

16. The Joint Secretary will be responsible for attending to the ancillary matters such as Archival Commission and Committees, Archival Publications, compilations of the National Register of private Archives in so far as the State is concerned and organizing exhibition and for developing general archival consciousness in the State.

17. The Joint Secretary will submit a report to Government every year on the management of public records with particular reference to the actual working of the record management system.

By order and in the name of Governor of Sikkim.

(N.D.Chingapa) IAS
CHIEF SECRETARY
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